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31 August 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
31 August 1967

1. JCS/DIA Orientation

The eighth running of the JCS/DIA Orientation is scheduled for 26 and 27 September. Invitations, now being prepared for Admiral Taylor's signature, will go to DIA and JCS this week.

2. ADP Training

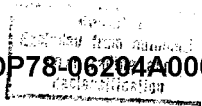
A third ADP Systems Development Process course will be put on 14 - 16 November [REDACTED] This contracted course is distinct from our own internal ADP three-day orientation which has now been run six times.

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3. Driver Safety Training

Arrangements have been completed with the D. C. Department of Motor Vehicles for presentation of two four-hour driver safety training courses for drivers of official Agency vehicles. These programs, which are similar in scope to those put on last September, will be presented 19-20 September and 26-27 September.

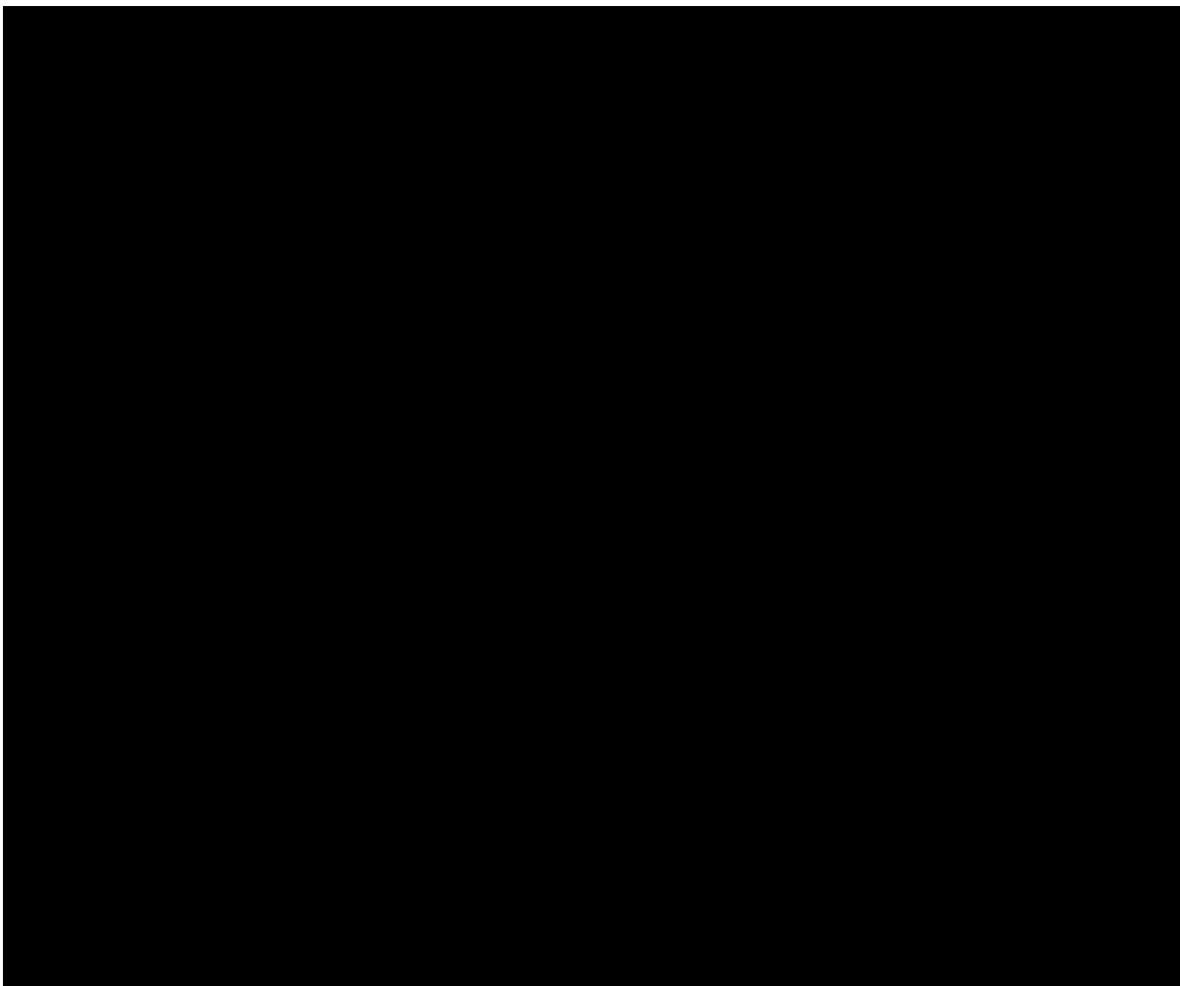
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4. FSI Training Costs

Informal information from the Foreign Service Institute indicates that the cost of certain FSI area and language training will be changed, e.g., the cost of the 44-week language course will be increased from \$3261 to \$3728 and the 24-week course from \$1779 to \$2039. Cost of area training seminars will be reduced from \$350 to \$270. The seminar in foreign policy will probably remain the same. The charges for overseas language schools have not been finalized.



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6. Non-Agency Briefings

25X1X7 During this reporting period the following non-Agency briefings were given: a) [REDACTED]

25X1X7 [REDACTED] on the responsibilities of the Director and the mission and functions of the Agency; b) 50 interns at USIA on the national security missions of the Agency; c) 20 employees at FSI on "Continuity and Change in the USSR"; d) 153 members of U.S. Naval Reserve Unit, Naval Gun Factory, on "The Communist Movement Today"; and e) 6 U.S. officers at the [REDACTED]
25X1C [REDACTED] "The Soviet Union and China in Vietnam."
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/s/
John Richardson
John Richardson
Director of Training

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